2010 NABT National Conference and Exhibition
Hyatt Minneapolis — Minneapolis, MN

Dates: November 3-6, 2010

Exhibit Dates: November 4-6, 2010

Exhibiting companies will be invoiced upon submission of this contract. **Space will be held but not permanently assigned until payment is received.** Space assignments will begin April 1 and will be based on numerous factors, including but not limited to exhibitors' preferences, amount of space required, date of receipt of application, past participation in NABT exhibitions, support of NABT endeavors, general grouping of exhibits for proper comparison, and special requirements. Every effort will be made to accommodate requests, but NABT reserves the right to make adjustments when necessary. (If you complete this online form you do **not** have to complete the paper form)

I. Space Rates:	Standard	Nonprofit
In-Line Booth	$1,700	$1,300
Corner Booth	$1,900	$1,900
Take-One Table	$ 450	$ 425

II. Exhibiting Firm/Contract Information: All correspondence, including space confirmation and the Exhibitor Service Manual, will be sent to the contact person and address below.* This person is responsible for forwarding all materials to agents and/or representatives.

Exhibiting Firm

Exhibitor Contact*

Exhibitor Street Address

City

State/Province

Zip/Postal Code

Country

Phone

FAX

E-mail

☐ Please check if you are a first time NABT exhibitor.

☐ Please check if you are a non-profit organization.

III. Terms/Authorization: This application for exhibit space at the 2010 NABT Professional Development Conference will become a contract upon acceptance and space assignment by NABT. Acceptance is based on the plan of exhibits, space rental rates, and general exhibit information, considered together with details included on both sides of this form. Exhibiting firms and organizations must agree to abide by all NABT regulations and policies when accepting space assignment. Click **here** to read the Exhibitor Rules & Regulations.

☐ By checking here the exhibitor hereby agrees to abide by all terms, regulations, and conditions set forth in the Exhibitor Rules & Regulations and to all conditions under which exhibit space at the 2010 conference is leased by the National Association of Biology Teachers.

IV. Space Assignment Requests: (**Click here for Exhibit hall floor plan**)

Number of Inline Booths

Number of Corner Booths

Number of Take-One Tables

Preferred Booth Locations (Please choose four)

1st Choice: Booth #

2nd Choice: Booth #

3rd Choice: Booth #

4th Choice: Booth #

Please specify companies and/or products you would like to be

Close to:

Away from:

[Information on Sponsorship Opportunities, Housing, & Travel Discounts will be sent to all confirmed exhibitors.]

Please specify any special needs your booth requires (height, water, telephone, power, etc:

☐ Check if you plan to sell products on the Exhibit Hall floor.

What one factor is most important in your space assignment?

V: Booth Signage: This information will be used to create your two-line standard booth sign. NABT is not responsible for incorrect signs due to incomplete information.

Exhibiting Firm

City/State

VI:Program Listing: Please provide a brief statement (25 words) about your exhibit and type of products to be displayed. This description will appear in the *Official 2010 Conference Program* that will be distributed to all Conference attendees. Please use complete sentences. NABT reserves the right to edit any description. You may update this description with NABT until July 31, 2010. Exhibitors not submitting a description by this date will not be listed in the Program.

If you have any questions about this form please contact lwalker@nabt.org or by phone at (888) 501-NABT.

Submit

Remember: Exhibiting companies will be invoiced upon submission of this contract and space will be not be permanently assigned until payment is received. (If you complete this online form you do **not** have to complete the paper form)

Rules and Regulations

These regulations and those in the accompanying brochure become a part of the contract between the exhibitor and the National Association of Biology Teachers (hereafter referred to as "NABT") before, during, and after the exhibit. Firms and organizations agree to abide by these regulations when accepting space assignments at the NABT Exhibition. All points not covered are subject to the decision of NABT.

Contract for Space
This signed application and formal notice of assignment by NABT and the full payment of rental charges constitute a contract for the right to use the space.

Payments/Cancellations
Applications must be accompanied by full payment for space rental, payable to NABT. No space will be held without payment. Cancellation notifications must be submitted in writing to NABT and cannot be taken over the phone. Cancellation after May 31 means forfeiture of 50% of the booth space payment. Cancellation after July 31 obligates the exhibitor to full payment of the rental fee (no refund will be made). Contracts received after the cancellation date have 2 weeks to cancel. In the event of flood, fire, strikes, riots, civil commotion or other uncontrollable circumstances that would render the exhibit area unfit or unavailable for use, or causing the exhibition to be canceled within 10 days prior to the opening date of the exhibit, 50% of the rental fee will be refunded.

Space Assignments
Exhibitors must have what NABT deems to be legitimate educational materials that will be of value to science teachers in their role as classroom instructors. NABT reserves the right to cancel or refuse rental of display space to any person or company whose conduct or display of goods is, in the opinion of NABT, incompatible with the general character and objectives of the exhibition. NABT reserves the right to review intended display materials prior to acceptance of this contract. Space assignments will begin April 1; full payment to NABT is required before space will be assigned.

Relocation/Reassignment of Space
NABT reserves the right to relocate an exhibitor's space due to modifications of the exhibit facility, fire marshall restrictions, or for any other reason in the best interest of the overall exhibit. If booth space is not occupied by 2 p.m., Thursday, November 4, NABT reserves the right to use the unoccupied space as it sees fit. No refund of rental will be made.

Use of Space
No materials that contradict stated NABT educational policies may be displayed or disseminated in the Exhibit Hall. No exhibits will be permitted that interfere with the use of other exhibits, block access to them, or impede the free use of the aisle. All exhibitors must surrender space occupied by them in the same condition it was at the commencement of occupation. No exhibitor shall assign, sublet or share the space allotted without the knowledge and written consent of NABT. Exhibitors must show only those goods and services manufactured or offered by them in the regular course of business. All exhibits, demonstrations, interviews, distribution of materials, or other promotional activities must be confined to the limits of the exhibit booth and must be relevant to the exhibitor's products. Sufficient space must be provided within the exhibit booth to contain persons watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisle(s) near the booth free of congestion caused by demonstrations or other promotions. Exhibit booths must be staffed during exhibit hours and each exhibitor must wear an official exhibitor's identification badge.

Exhibitor Admission
Each exhibiting firm will be entitled to register four (4) booth representatives without charge for each 10' x 10' booth space rented. **Complimentary registrations are intended for use by the exhibiting company's employees only**. Official NABT Convention badges must be displayed by all persons entering the Exhibit Hall.

Restrictions in Operation
1. NABT reserves the right to restrict or evict exhibits which, because of noise, method of operation, materials, or any other reason, become objectionable and also to prohibit or to evict any exhibit which in the opinion of NABT may detract from the general character of the exhibit as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character which NABT determines is objectionable, contradicts existing NABT policies, is perceived by NABT to be slanderous or libelous toward another exhibitor or convention participant(s), or that interferes with the activities of neighboring exhibitors. In the event of such restriction or eviction, NABT is not liable for any refunds of rental or other exhibit expenses.
2. No exhibitor may cause or create sound of any kind which annoys or disturbs adjacent exhibitors and their patrons. Musical instruments, radios, sound motion picture equipment, record players, VCR's, televisions, or any noise-making machines shall be operated only at a noise level that will not interfere with other exhibitors or add unduly to general acoustic inconvenience and their operation and physical placement must conform to NABT requirements and booth set-up regulations. All such promotional devices must be approved by NABT prior to the exhibit opening and must be in harmony with any agreements entered into by NABT, the management of the exhibit facility, and applicable labor unions. Approval cannot be given for the use of sound equipment for live demonstrations in booths less than 10' x 20'. The use of glaring lights or objectionable lighting effects is prohibited. Floodlights or spotlights may be installed only after the approval of NABT. Any products omitting offensive odors or fumes are not permitted in the Exhibit Hall.
3. The exhibitor will not display or bring into the exhibit any live animal, bird, fish, or other nonhuman creature without the permission of NABT.

Circularization & Solicitation
Distribution of circulars or promotional material may be made only within the space assigned to the exhibitor presenting such material. Circulars or promotional material may not be distributed or left for attendees to pick up in the aisles, registration area, or anywhere else in the convention facility outside the exhibitor's assigned space. No firm or organization not assigned exhibit space will be permitted to solicit business within the exhibit area or convention site. Any unauthorized materials will be confiscated from Take-One Tables, the registration area, or any other area designated as official, and placed in the trash.

Liability & Insurance
Insurance and liability are the full and sole responsibility of the exhibitor. Exhibitors shall assume all responsibility for damage to the exhibit facility by reason of their exhibit and shall protect, indemnify, save and defend, and keep the National Association of Biology Teachers, their representatives, agents, guests, and the exhibit facility forever harmless from and against all loss, cost, damages, liability, expense, or charges which might ensue from any cause whatsoever arising out of the exhibitor's participation in the exhibits, use of the exhibit premises or part thereof, or in convention activities, including, but not limited to, any costs incurred as a result of alleged violations of copyright arising out of the use of mechanically or electronically reproduced music. Exhibitors will comply strictly with the applicable terms and conditions contained in the agreement between NABT, its agents, and the exhibit facility regarding the exhibition premises.

Care of Building & Equipment
Exhibitors, its employees, representatives, or agents must not injure or deface the walls or floors of the building, the booths, or the equipment of the booths. When such damage appears, the exhibitor is liable to the owner of the property so damaged. Nothing will be posted on, tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, ceiling, furniture or other property of the exhibit facility.

Fire Protection
Exhibits may not have closed ceilings. All materials used in decoration must be flameproofed. All hangings must clear the floor. Electrical wiring must conform with all local and state government requirements and with National Electrical Code Safety Rules. Combustible materials or explosives are not permitted in the exhibit area. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards, NABT reserves the right to cancel all or such part of the exhibit as may be irregular. Exhibitors must comply with all city fire regulations.

Construction & Arrangements
1. Exhibits must not project beyond the space allocated or obstruct the view of the exhibits of others. Displays must conform to all regulations listed in this contract and specifications provided in the Exhibitor Service Manual. Reasonable effort must bemadetoprovide space within the confines of the booth for interviews, demonstrations, distribution of materials, etc. so that visitors do not obstruct the aisles.
2. Interference with the light and space of other exhibitors is prohibited. In straight line exhibits, the back half of the display (5 feet forward from back wall) may be occupied from the floor up to a limit of 8 feet in height. There shall be no special signs, partitions, products, apparatus, lighting fixtures, or other construction placed in the front half of the booth (within 5 feet of the aisle) that exceed 4 feet in height. Perimeter booths (along the wall), island booths (surrounded by four aisles), and peninsula exhibits (four or more spaces back to back with aisles on three sides) may extend up to but not exceed 10 feet in height with the prior approval of NABT. Some areas may not accommodate 10 foot exhibits. See floor plan for affected areas. Signs may be displayed from the ceiling if the proper forms have been sent to the decorator, approved by NABT and the decorator, and if they meet the rules and regulations of the exhibit facility.
3. Any part of the exhibit that does not lend itself to an attractive appearance, such as unfinished side or end panels, must be draped at the exhibitor's expense. The exterior of any display cabinet or structure facing an adjacent exhibitor's booth must be finished or suitably decorated at the expense of the exhibitor erecting or installing such a display and must not include corporate or product identity that would detract from the adjacent display. NABT reserves the right to correct an unsightly exhibit and have such finishing done, billing the exhibitor for charges incurred.

Giveaways, Drawings & Distribution of Gifts and/or Food Products
NABT holds the right to restrict or prohibit any contest, promotion, or giveaway that causes blocking or disturbance to other exhibits or patrons. It is the responsibility of the exhibitor to notify all winners of any drawing, contest, or giveaway. Food and beverage products may be distributed in sample quantities by those exhibitors engaged in the processing of these products. Other exhibitors wishing to dispense sample foods and/or beverages must conform with the exhibit facility's regulations and receive approval in advance from NABT.

Security
NABT and the exhibit facility will not be responsible for the safety of the property of the exhibitors from theft, damage by fire, accident, or other causes, but will use reasonable care to protect the exhibitors from such loss. No responsibility is assumed for unpacked materials left in the exhibit area after the closing hour of the exhibit. Exhibitors are solely responsible for their own exhibit material and should insure it against loss or damage. All property of an exhibitor is understood to remain in the exhibitor's care, custody and control in transit to, within, and in transit from the exhibit area.

Due Diligence
NABT does not make any guarantee about the quality of the exhibiting companies or the products and services exhibited; nor does NABT endorse any exhibitor or products and services exhibited.

Interpretation & Amendment
NABT shall have full power to interpret or amend these rules. The exhibitor agrees to abide by any rules or regulations that may hereafter be adopted by NABT, which shall be as much a part hereof as though fully incorporated herein.

The National Association of Biology Teachers • 1313 Dolley Madison Boulevard, Suite 402 • Phone: (888)501-NABT • Fax: (800)883-0698 • E-mail: conference@nabt.org